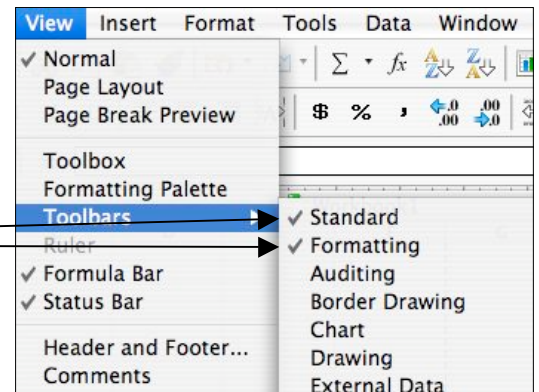




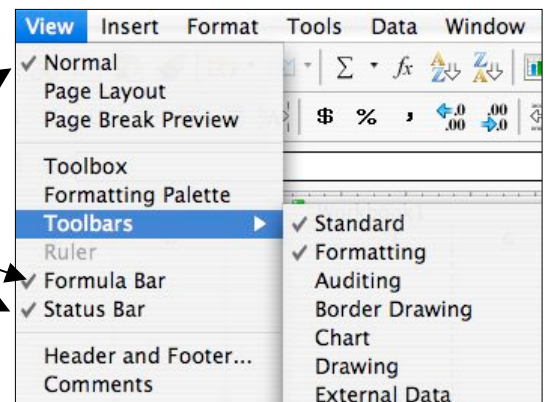
VIEW TOOLBARS

1. Choose View > Toolbars.
2. A list of toolbars available will appear.
3. A checkmark indicates that the toolbar is currently being viewed.
4. Make sure the Standard and Formatting toolbars are selected.



CHANGING THE VIEW OF YOUR DOCUMENT

1. Choose View.
2. A check mark indicates that a view has been selected.
3. Make sure you are viewing the Normal view, the Formula Bar, and the Status Bar.

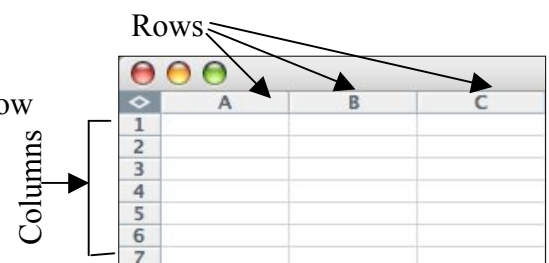


ENTERING DATA INTO A CELL:

1. Select the cell by clicking once on the cell.
2. Type the text, a number, or a formula in the cell.

SELECTING AN ENTIRE ROW OR COLUMN:

1. Click on the letter or number that corresponds to the row or column you want to highlight.

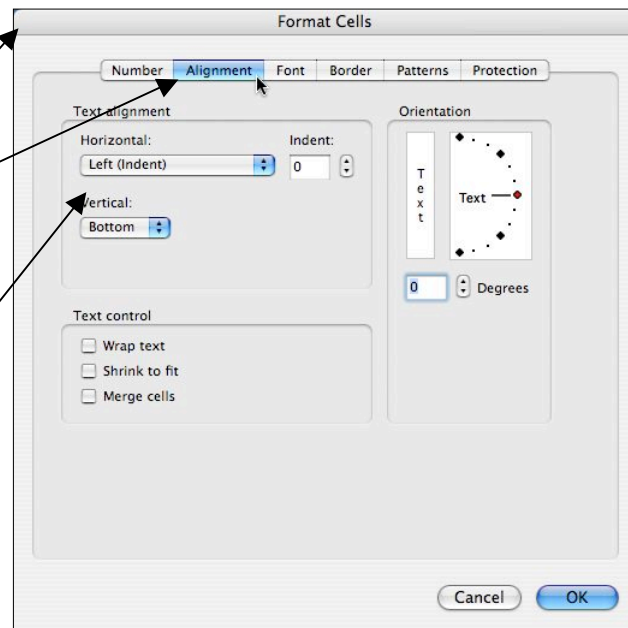


MOVING AROUND WITHIN THE EXCEL WORKSHEET:

1. To move down one cell, press Enter.
2. To move right one cell, press Tab.
3. You can use the arrow keys on your keyboard to move up, down, left, and right.

CHANGING TEXT ALIGNMENT:

1. Select the cell, row, or column that you want to change alignment for.
2. Choose Format > Cells.
3. The Format Cells window will appear.
4. Click on the Alignment tab.
5. Use the drop down boxes underneath Text alignment to choose the vertical and horizontal alignment that you want.
6. Note: All text in the cells is automatically left-aligned and numbers are automatically right-aligned.



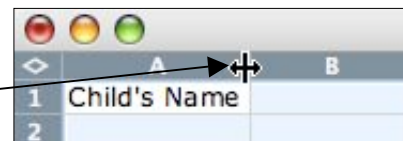
EDITING CELLS:

1. The easiest way to change a cell's contents is to click the cell and then type right over the words or numbers.
2. You can also double click in a cell to get a blinking cursor within the text or comments.
3. When you click a cell, its contents also appear in the edit line. You can click the edit line and edit the cell contents there.



CHANGING COLUMN WIDTH:

1. In the column you wish to change, place the mouse pointer on the right edge of the column. The pointer changes to a double arrow.
2. Drag the double arrow right or left.
3. Note: You can select multiple columns at a time by selecting one column and then dragging left or right.



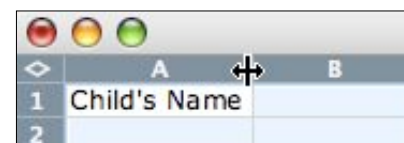
CHANGING ROW HEIGHT:

1. In the row you wish to adjust height for, place the mouse pointer on the bottom edge of the row. The pointer changes to a double arrow.
2. Drag the double arrow down to make the row height taller.
3. Note: You can select multiple rows at a time by selecting one row and then dragging up or down to select other rows.



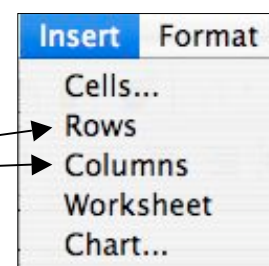
AUTO ADJUSTING COLUMN WIDTH OR ROW HEIGHT:

1. You can set column widths or row heights to automatically adjust to accommodate the contents of a row or column.
To do so, move the mouse pointer to the bottom edge of a row or the right hand edge of a column.
2. Double click the column's right border or the row's bottom border when the pointer is a double arrow.
3. You can also auto adjust row height and column width by choosing Format > Row Height or Format > Column Width from the menu bar.



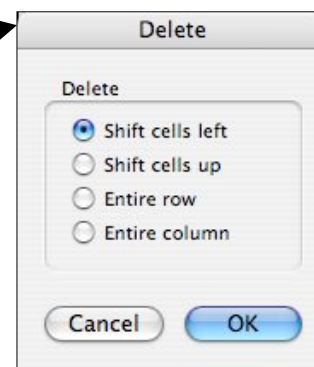
INSERTING COLUMNS AND ROWS:

1. Click any cell in the row or column where you want the new blank row or column. Inserted rows appear above the selected cell. Inserted columns appear to the left of the selected cell.
2. Choose Insert > Rows *or* Choose Insert > Columns
3. The new column or row will appear.



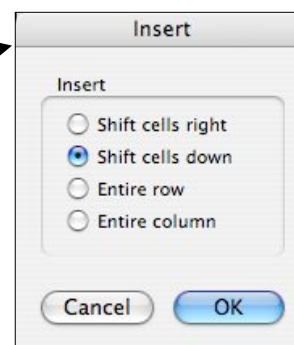
DELETING COLUMNS AND ROWS:

1. Select the cells, row, or column that you want to delete.
2. Choose Edit > Delete.
3. The Delete window will appear.
4. In the Delete window, choose to Shift cells left, Shift cells up, Entire row, or Entire column.
5. Choosing Entire row or Entire column will delete the entire row or column.
6. Click OK.



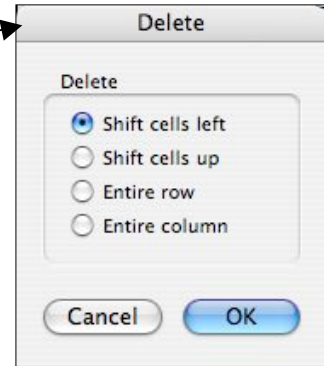
INSERTING CELLS:

1. Click the cell below or to the right of where you want to add the new cell.
2. Choose Insert > Cells.
3. The Insert window appears.
4. Choose to either shift cells right or shift cells down.
5. Click OK.



DELETING CELLS:

1. Click the cell you want to delete.
2. Choose Edit > Delete.
3. The Delete window appears.
4. Choose to either shift cells left or up.
5. Click OK.

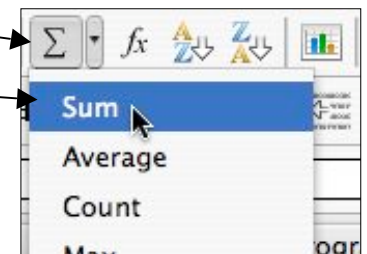


TOTALING THE SUM OF A COLUMN:

1. Click the empty cell below the last entry in the column or to the right of the last entry in the row that you want to get the sum for. This is where the sum formula will go.

Amount Given
15.95
10.95
20.00
15.95
12.95

2. Use the Standard toolbar to select the AutoSum feature and then drag down to Sum.



3. The sum will appear in the empty cell you had selected. Note: You might have to press Enter on the keyboard to get the sum to appear.

Amount Given
\$15.95
\$10.95
\$20.00
\$15.95
\$12.95
\$75.80

SORTING COLUMNS:

1. Click any cell in the column you're going to use to sort the rows.
2. Click either the Sort Ascending or the Sort Descending button in the toolbar.
3. The rows of the list are arranged.

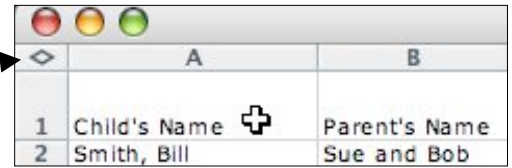


Sort Ascending

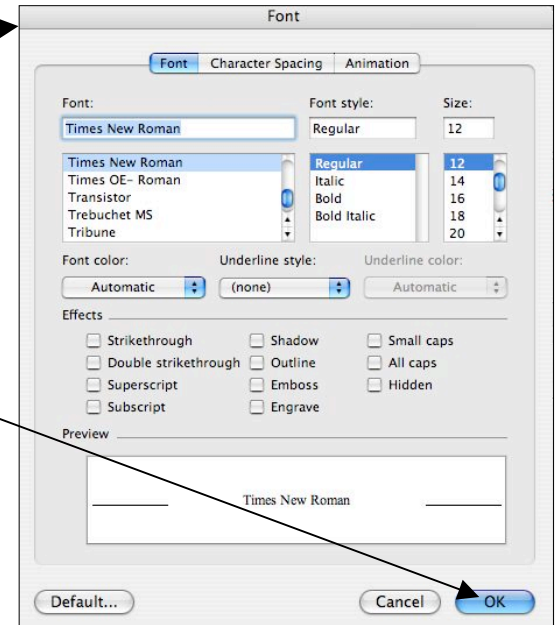
Sort Descending

FORMATTING TEXT:

1. Choose the cell(s), row(s) or column(s) that contain the text you want to format. (You can select the entire document by clicking on the diamond in the upper left-hand corner of the excel document.)

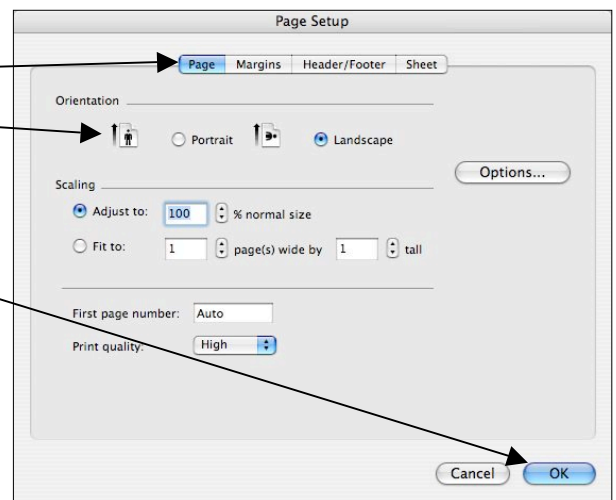


2. Choose Format > Font from the menu bar.
3. The Font window will appear.
4. Choose the font type, style, and size.
5. Click on OK.



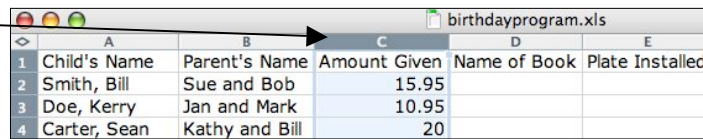
CHANGING THE PAGE ORIENTATION

1. Choose File > Page Setup.
2. Click on the Page tab.
3. Click Landscape or Portrait.
4. Click OK.



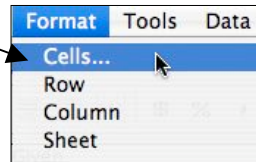
FORMATTING NUMBERS

1. Click once on the column, row, or cell that you want to change to format for.
(ie. Column C)

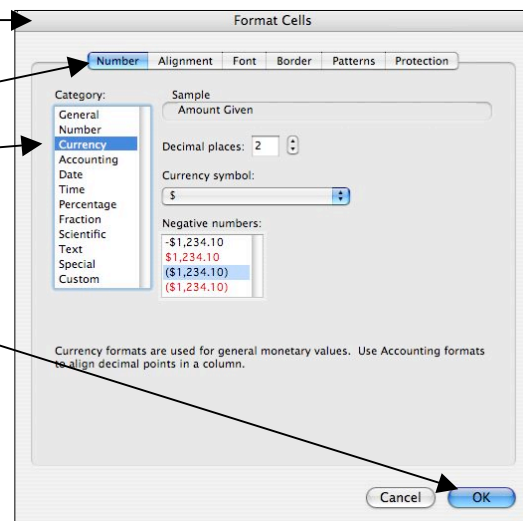


	A	B	C	D	E
1	Child's Name	Parent's Name	Amount Given	Name of Book	Plate Installed
2	Smith, Bill	Sue and Bob	15.95		
3	Doe, Kerry	Jan and Mark	10.95		
4	Carter, Sean	Kathy and Bill	20		

2. Choose Format > Cells.



3. The Format Cells Window will appear.



4. Select the Number Tab.

5. Select Currency.

6. Click OK.

CHOOSE TO PRINT GRIDLINES ON PRINTED OUT WORKBOOK:

1. Choose File > Page Setup.
2. The Page Setup Window will appear.
3. Click on the Sheet tab.
4. Under the Print section, select gridlines.
5. Click OK.

